



Kemnal
Technology
College



FIRE SAFETY POLICY

This Policy was reviewed:

May 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

May 2026



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INTRODUCTION

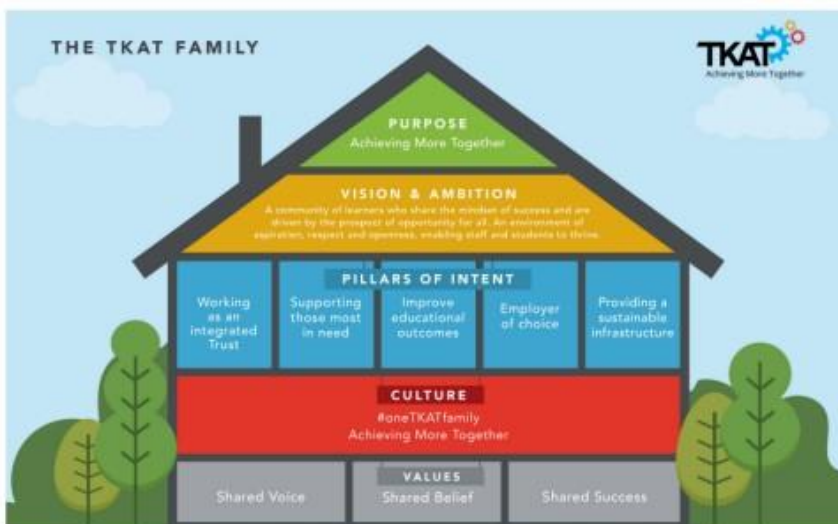
Fire is probably the risk that could have the greatest impact on this organisation. It affects the employees, pupils, visitors and other people who may be injured or killed. It also affects our property and as a result, the effectiveness of the Academy. It is the responsibility of the Governing Body and Academy Fire Officer to ensure that we minimise the possibility of a fire occurring and the damage that would occur should a fire happen.

VISION AND VALUES

The Kemnal Academies Trust (TKAT) aims to foster a culture of the highest professional standards in line with the Trust's purpose, vision and values.

TKAT - OUR STRATEGY

<p>Our Culture</p> <p>#oneTKATfamily Achieving More Together</p>	<p>Our Mission</p> <p>TKAT is a Multi-Academy Trust of 45 primary, secondary and special schools in the South and East of England.</p> <p>Our purpose is to work together as a community of schools to ensure that every child, whatever their background, receives a high quality education.</p>	<p>Our Values</p> <p>Shared Voice Shared Belief Shared Success</p>
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SCOPE

We have a statutory duty to ensure that we do what is reasonably practicable to prevent fire and minimise its consequences by carrying out a risk assessment, implementing appropriate control measures and ensuring that there are procedures in place to ensure the safe evacuation of personnel.

ASSESSMENT

The Academy will ensure that a competent person carries out a risk assessment. This will cover the following elements:

- ❖ Identification of potential ignition hazards.
- ❖ Identification of factors which can assist or control the spread of a fire.
- ❖ Provision of appropriate means to give warning of a fire.
- ❖ Notification of the emergency services.
- ❖ Provision of safe means of escape, including alternative exit routes.
- ❖ Provision and training of personnel to effect evacuation.
- ❖ Provision and maintenance of appropriate means of extinguishment.
- ❖ Training of all employees in emergency procedures.
- ❖ An emergency plan, including business recovery.

TRAINING

All employees will be made aware of the results of the risk assessment and will be instructed by their line managers on the action to be taken in the event of a fire. This will include:

- ❖ Location of fire exit routes and extinguishers.
- ❖ Action needed to raise the alarm.
- ❖ How to recognize and use fire extinguishers, if safe to do so.
- ❖ Identity of fire wardens.
- ❖ Location of muster points.
- ❖ Procedures to be followed on leaving the building including arrangements for those who may require additional assistance.

In addition, we will provide training for the fire wardens covering their duties in the event of an evacuation. Employees are not expected to attempt to extinguish a fire unless they have no responsibilities for evacuating pupils and they do not put themselves at greater risk by doing so.

We have put in place arrangements for the weekly testing of the fire alarm and will carry out evacuation drills every term.

The Academy has in place maintenance arrangements for the following fire safety equipment and installations with:



SYSTEM [DELETE ROWS AS APPLICABLE]	MAINTENANCE CONTRACTOR/ IN-HOUSE	FREQUENCY
Alarm System	SECOM	Quarterly
Emergency Lighting (Functional Test)	In-House (Site Manager)	Monthly
Emergency Lighting (Full-Duration Drain-Down)	Compliance Group	6 months and annually
Evacuation Drill	In-House [Business Manager/Site Manager]	Termly (3 times per year)
Evacuation Route Inspections	In-House [Business Manager/Site Manager]	Weekly
Extinguisher (Visual Check)	In-House [Site Team]	Weekly
Extinguishers (Service)	Fire Action	Annual
Fire Exit Doors	In-House (Site Manager)	Monthly
Lightening Protection Service	MDS Consulting	Annually
Risk Assessment	Fire Action In-House (Business Manager/Site Manager)	Annual Termly



REVIEW

The assessment and resulting procedures will be reviewed annually or earlier should any changes take place, which may affect the risk.

SIGNED	
TITLE	
DATE	